

Texas Wing, Civil Air Patrol

ELT Mission Manager Tasks



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Developed as a supplement to CAPR 60-3
(Part of the National Emergency Services Curriculum Project)

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TEXAS WING SUPPLEMENT TO THE NATIONAL EMERGENCY SERVICES CURRICULUM

ELT MISSION MANAGER

<u>Task #</u>	<u>Task Title</u>
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Planning Tasks

TXP-0001	Demonstrate knowledge of incident resources
TXP-0002	Demonstrate knowledge of air operations
TXP-0003	Demonstrate knowledge of ground operations
TXP-0004	Demonstrate knowledge of legal issues
TXP-0005	Demonstrate knowledge of required actions/information required upon locating the non-distress ELT
TXP-0006	Demonstrate knowledge of when to seek reassignment of mission to alerting officer for distress mission

Operational Tasks

TXO-0001	Demonstrate ability to accept mission from alerting officer
TXO-0002	Demonstrate ability to establish and use an alerting list
TXO-0003	Demonstrate ability to conduct an incident briefing
TXO-0004	Demonstrate ability to coordinate with other agencies
TXO-0005	Demonstrate ability to coordinate with AFRCC
TXO-0006	Demonstrate ability to keep a log
TXO-0007	Demonstrate ability to plot and brief SARSAT data
TXO-0008	Demonstrate ability to brief relieving/incoming Incident Commander
TXO-0009	Demonstrate ability to close out a mission with AFRCC and alerting officer including TXWG Form 201 (ELT Mission)

Logistics Tasks

None

Finance/Administrative Tasks

F-0001	Complete Paperwork Requirements for Wing
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TXP-0001
DEMONSTRATE KNOWLEDGE OF INCIDENT RESOURCES

CONDITIONS

You want to know what your resources are and how to use them as an ELT Mission Manager (ELTMM).

OBJECTIVES

Explain CAP ICS Resources for ELT Mission Manager.

TRAINING AND EVALUATION

Training Outline

1. Single resources:
 - a. Individual members and their equipment
 - b. Aircraft (limit of one)
 - c. Ground vehicles
 - d. Radios, radio stations
2. Strike Teams: (combination of single resources of same kind)
 - a. Aircrews (limit of one)
 - b. Ground teams (limit of two, including UDF teams)
 - c. UDF teams (limit of two, including ground teams)
3. Communications
 - a. Command nets
 - b. Tactical nets
 - c. Support nets
 - d. Ground-to-ground
 - e. Air-to-air
4. An ELT mission has only one manager:
 - a. The Incident Command System (ICS) can be used to manage a non-emergency event, as it works equally well for both small- and large-scale incidents. For a non-distress ELT mission CAP may delegate control to an ELT Mission Manager (ELTMM) instead of a qualified Incident Commander. The Alerting Officer will assign the ELTMM. [The use of the term “Incident Commander” as a substitute for “ELT Mission Manager” can be very confusing and will not be used; they are for two different types of missions.]
 - b. If needed, the ELTMM may establish any of the ICS command staff (i.e., Information Officer, Safety Officer, Liaison Officer or Mission Chaplain) or ICS general staff (i.e., Operations, Planning, Logistics or Finance/Administration section chiefs). However, these positions are normally not needed for the typical non-distress ELT mission.

- c. In some cases the mission will become a true search (distress) mission, or the resources needed to find the ELT will exceed the allowed resources or training of the ELTMM. In these cases the ELTMM will request the Alerting Officer to reassign the mission to a qualified IC.

5. The three status conditions placed on all resources are:
 - a. **Available** – ready on scene or in staging area awaiting immediate assignment
 - b. **Assigned** – assigned to duty in the area of operation in active duty functions
 - c. **Out of Service** – resource not ready or available for duty because of mechanical problems, crew rest, etc.

Additional Information

More detailed information on this topic is available in CAPR 60-3, the FEMA 195 Basic ICS Course, and the CAP ICS 100 Course.

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

The student will:

<u>Performance measures</u>	<u>Results</u>	
1. Identify non-distress ELT mission resources and limits.	P	F
2. Explain the mission command structure.	P	F
3. Explain when to turn the mission over to a qualified IC.	P	F
4. List and explain the three status conditions of ISC resources.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXP-0002
DEMONSTRATE KNOWLEDGE OF AIR OPERATIONS

CONDITIONS

As an ELT Mission Manager, you need to identify your air resources and their use.

OBJECTIVES

Describe CAP air resources and their use.

TRAINING AND EVALUATION

Training Outline

1. CAP aircraft are assigned to various locations in the ELT Mission Managers' area of responsibility. Local alert rosters and lists provide information on aircraft and aircrew contacts.
2. After notification and briefing, the SAR/DR Mission Pilot is responsible for briefing his crew and obtaining a flight release.
3. The MP must report the crew (names, CAPIDs and position), mission status, flight times, the location of the ELT, ELT data, how the ELT was silenced, and any other data requested by the ELTMM.
4. The aircrew is to maintain periodic contact with the ELTMM and/or the Ground/Urban DF teams for safety and to provide mission-critical information.
5. The aircrew must have arranged for or contact the ELTMM for ground team assistance, and remain on location until released by the ELTMM or Ground/UDF Team Leader.
6. The Alerting Officer must be notified immediately when the decision is made to launch an aircraft.

Additional Information

More detailed information on this topic is available in CAPR 60-1, 60-3, and CAPR 60-4 Volume I.

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

The student will:

<u>Performance measures</u>	<u>Results</u>	
1. Explain how to contact air resources needed for an ELT mission.	P	F
2. Explain Mission Aircrew Pilot's reporting responsibilities.	P	F
3. Explain how an air resource receives release from mission duty.	P	F
4. Simulate a call to the Alerting Officer advising him/her that you are planning to launch an aircraft.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXP-0003
DEMONSTRATE KNOWLEDGE OF GROUND OPERATIONS

CONDITIONS

As an ELT Mission Manager, you need to identify your ground resources and their use.

OBJECTIVES

Describe CAP ground resources and their use.

TRAINING AND EVALUATION

Training Outline

1. CAP Ground and/or Urban DF teams are assigned to various locations in the ELT Mission Manager's area of responsibility. Local alert rosters and lists provide information on aircraft and aircrew contacts.
2. After notification and briefing, the Ground/UDF Team Leader is responsible for briefing his/her crew and obtaining permission from the ELTMM to depart on the search.
3. The team leader(s) must report the crew (names, CAPIDs and position), mission status, vehicle times, the location of the ELT, ELT data, how the ELT was silenced, and any other data requested by the ELTMM.
4. Teams are to maintain periodic contact with the ELT MM and/or the CAP aircraft for safety and to provide mission-critical information.
5. Ground crews must contact the ELTMM for aircrew assistance, and remain on location until released by the ELTMM.

Additional Information

More detailed information on this topic is available in CAPR 60-1, 60-3, and CAPR 60-4 Volume I.

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

The student will:

<u>Performance measures</u>	<u>Results</u>	
1. Explain how to contact ground resources needed for an ELT mission.	P	F
2. Explain UDF/Ground Team Leader's reporting responsibilities.	P	F
3. Explain how a ground resource receives release from mission duty.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXP-0004
DEMONSTRATE KNOWLEDGE OF LEGAL ISSUES

CONDITIONS

As an ELT Mission Manager, you need to identify legal issues involved with searching for and silencing an ELT.

OBJECTIVES

Describe the legal issues associated with searching for and silencing a transmitting ELT.

TRAINING AND EVALUATION

Training Outline

A transmitting ELT is under the legal authority of the FCC, and federal law requires that it be deactivated ASAP. However, CAP members *do not have the authority to trespass onto private property*, either to gain access to the aircraft or to enter the aircraft to gain access to the ELT. You must gain permission from the owner before you enter a private hanger or an aircraft. In some cases, especially at an airport, FBO personnel have permission to enter aircraft on the premises and can assist you.

While entry upon private property may be justified if such an act is for the purpose of saving life, every effort should be made to obtain the controlling agency's approval and the property owner's consent. If the ground team needs entry onto private property in order to search for an ELT, law enforcement authorities such as local police, the county sheriff's office or game wardens may be contacted for assistance.

Normally, local law enforcement officials (LEO) are happy to assist you. If they are not familiar with CAP and your responsibilities, a simple explanation often suffices. If this doesn't work, try calling AFRCC and have them explain the situation.

That said, when searching under the tasking of the AFRCC, CAP forces are "assisting" the FCC and no one else. If a local law enforcement officer prevents a CAP ground team from going to an accident scene to deactivate the ELT, the LEO is in the wrong. Now, that DOES NOT MEAN the ground team can just shove their way past the LEO. They call you, you call AFRCC, who calls the LEO supervisor and explains to the supervisor that this is an AF assigned mission and we are an agent for the U.S. Air Force and the FCC. They will request the supervisor comply with your request to silence the ELT and to notify the LEO on the scene. The supervisor is usually only too happy to call the LEO and allow the ground team to enter the scene to deactivate the ELT.

NOTE: A *crashed* aircraft is under the authority of the National Transportation Safety Board (NTSB) *and no one else*. Federal law permits the NTSB to request assistance from federal, state and local agencies (including CAP) to secure a crash site.

Each state is the master of its own territory and appoints a chief SAR officer. Under a state-federal MOU, the AFRCC coordinates all inland SAR efforts. Note that 'coordinate' is not the same as 'command.' While AFRCC has legal authority to tell you to search someplace, the state SAR officer has legal authority to tell you NOT to.

The most important aspect appears to be the manner in which the CAP personnel approach the matter. The local civil authorities are in charge. In some states, the chief SAR officer may be the governor; in some it may be the state Adjutant General of the National Guard. If the AFRCC tasks you to search, you go search and offer assistance to the civil authorities when the opportunity presents itself. If they tell you go home, then phone AFRCC and close the mission. If that happens, go up the chain of command to the CAP Alerting Officer. The Alerting Officer will make contact with the USAF to find out what the problem is, and how to solve it.

Additional Information

More detailed information on this topic is available in CAPR 60-1, 60-3, and CAPR 60-4 Volume I.

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

The student will:

<u>Performance measures</u>	<u>Results</u>	
1. Explain the legal limitations of a ground team attempting to silence an ELT on private property	P	F
2. Explain who to request assistance from for entry to private property	P	F
3. Explain how to get an uncooperative L.E.O. to cooperate with ground team units to silence an ELT.	P	F
4. Explain who is in charge of local search activities and what to do if approached and relieved by civil authorities.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXP-0005

DEMONSTRATE KNOWLEDGE OF INFORMATION/ACTIONS REQUIRED UPON LOCATING THE NON-DISTRESS ELT

CONDITIONS

As an ELT Mission Manager you need to know the actions to take upon locating the non-distress ELT and the data required to complete and close the mission.

OBJECTIVES

Ensure proper actions are taken to silence the ELT and collect the data required for reporting purposes.

TRAINING AND EVALUATION

Training Outline

1. The location of the ELT is reported to the ELTMM:
 - a. Location (e.g., airport name and ICAO identifier, airfield, city, farm or ranch).
 - b. Latitude and longitude of ELT if not on an airport listed in the Airport Facility Directory.
 - c. How the ELT location was identified. *Ensure all legalities are identified and followed.*
2. ELT data is reported to the ELTMM:
 - a. Manufacturer, make, model and serial # of the ELT.
 - b. Battery type and expiration date.
 - c. Time of deactivation.
 - d. Aircraft 'N' number or boat ID, as appropriate.
 - e. How the ELT was silenced (e.g., turned off by owner, antenna disconnected or used 'antenna tent').
3. Non-CAP personnel involved in the search is reported to the ELTMM:
 - a. Aircraft or boat owner's name.
 - b. FBO manager or employee.
 - c. Federal, state or local law enforcement.
 - d. Any other person(s) assisting to locate and/or silence the ELT.

Additional Information

More detailed information on this topic is available in Chapter 6 of the Ground / DF Team Member, Team Leader Reference Text.

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

The student will:

<u>Performance measures</u>	<u>Results</u>	
1. Explain actions to be taken upon location of the ELT.	P	F
2. Explain the data needed about the search and the ELT.	P	F
3. Describe the types of non-CAP personnel that may be needed to accomplish the mission.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXP-0006

DEMONSTRATE KNOWLEDGE OF WHEN TO SEEK REASSIGNMENT OF MISSION TO ALERTING OFFICER FOR DISTRESS MISSION

CONDITIONS

You are the ELT Mission Manager of a non-distress ELT mission. After you have dispatched resources to the area, AFRCC reports to you that they now have reports of an actual crash in the search area. You have to contact the Alerting Officer and have him/her activate a distress Search and Rescue Mission. [Alternately, you are having difficulty locating the ELT and need additional resources (i.e., scope of mission goes beyond one aircraft and/or two ground/urban DF teams).]

OBJECTIVES

Recognize the need to upgrade the ELT Mission to a Search and Rescue Mission and give a briefing to the incoming Incident Commander.

TRAINING AND EVALUATION

Training Outline

1. An ELTMM is to only be used for the location and termination of NON-DISTRESS beacons.
2. An ELTMM may dispatch a *maximum* of one Aircrew and two Ground/UDF Teams for the mission.
3. If the non-distress mission becomes a distress mission for ANY reason including the air crew or ground team locating an actual crash or off airport landing, or the mission resource needs exceed one aircrew and two UDF/Ground Teams, the ELTMM must contact the alerting officer for reassignment of the mission to a qualified Incident Commander.
4. The ELTMM will brief the oncoming IC, in person or via the telephone, on resource status and location. He/she will report the personnel signed into the mission and forward all paperwork (completed or in progress) to the IC as soon as possible.

Additional Information

Additional and detailed information can be found in Chapter 8 of CAPR 60-3 and the ICS course.

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

The student will:

<u>Performance measures</u>	<u>Results</u>	
1. Demonstrate knowledge of the maximum CAP resources needed for an ELT non-distress mission.	P	F
2. Explain the two reasons an ELT Mission will be reassigned by the alerting officer to a qualified IC as a SAR mission.	P	F
3. Explain the responsibility of the ELT Mission Manager upon being relieved by an IC upon reassignment of the mission.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXO-0001
DEMONSTRATE ABILITY TO ACCEPT MISSION FROM ALERTING OFFICER

CONDITIONS

You are awakened in the very early morning hours by the TXWG alerting officer requesting that you accept responsibility for an ELT mission in your area.

OBJECTIVES

To obtain all the information for alerting CAP resources in the area of the ELT activation for rapid response and silencing of the ELT.

TRAINING AND EVALUATION

Training Outline

1. Obtain mission number, opening time, and AFRCC contact. AFRCC phone number 1-800-851-3051.
2. Obtain SARSAT coordinates and times, signal frequency, and any air born reports.
3. Obtain Alerting Officer call back number for updates and closure of mission or SAR mission activation if necessary.
4. Obtain Alerting Officer's CAPID number for signing them into the mission.
5. Obtain credit card number if needed.
6. Determine how and when the Alerting Officer wants to receive the mission closing information. (Phone, fax, or email, immediately upon closing, within 24 hours, etc.)

Additional Information

Detailed information may be found in the Texas Wing Supplement to CAPR 60-3.

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Prepare a fictitious ELT mission activation. Simulate a call to the student ELTMM and leave out at least one required piece of data. Student should ask for it.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but should assume this is a real activation and gather as much information as necessary to brief resources needed.

Evaluation

The student will:

Performance measures

Results

1. Explain and list the data needed from the Alerting Officer to open and brief the ELT mission for assigned resources.

P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXO-0002
DEMONSTRATE ABILITY TO ESTABLISH AND USE AN ALERTING LIST

CONDITIONS

You are an ELT Mission Manager and you receive a phone call from an Alerting Officer assigning you a non-distress ELT mission.

OBJECTIVES

Take the steps necessary to notify and brief all the personnel you need to accomplish the mission.

TRAINING AND EVALUATION

Training Outline

1. Alerting your mission crew/team leaders is the first step in saving a life if a non-distress ELT mission turns into an actual search (distress beacon). Done quickly and correctly, the phone alert mobilizes resources, gives the teams the information they need to prepare for the mission, tells them where to muster, and informs them when and how to begin the search.
2. When you issue a phone alert:
 - a. Use Unit Alerting Rosters or personnel lists for mission notification.
 - b. If the first person you call doesn't answer, go immediately to the next. Do not wait to find your favorite crew/team leader.
 - c. Keep ELTMM log.

Additional Information

More detailed information on this topic is available in Chapter 17 of the Ground / UDF Team Member/Leader Reference Text.

Evaluation Preparation

Setup: Ensure that the student has a pad of paper and a pencil or pen to take the test.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Have the student make his own phone list using his unit alert roster and make up any other roster(s) he needs along the way. He will need at least the numbers for three aircrew leaders and four Ground/UDF Team Leaders. Tell the

student you will simulate an alert call and that the student should take all necessary actions, including simulating calls to all personnel that they would call on the list. Then ‘call’ the member and simulate alerting them for the mission. Ensure you leave out one or two required elements of the alert call (listed in 2.c, above). When they are calling crew/team leaders, simulate that one leader cannot be reached.

Evaluation

Performance measures

Student will:

Results

:

- | | | |
|--|---|---|
| 1. Call personnel on list quickly and correctly. | P | F |
| 2. Update ELTMM log to reflect members called, members alerted,
and applicable phone numbers. | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXO-0003
DEMONSTRATE ABILITY TO CONDUCT AN INCIDENT BRIEFING

CONDITIONS

You have been given an ELT mission from a Wing alerting officer and you must now contact and brief resource leaders of the mission.

OBJECTIVES

To properly brief resource leaders of the mission.

TRAINING AND EVALUATION

Training Outline

1. Initial brief of team leaders of mission deployment:
 - a. Mission objective and general area (type of signal)
 - b. Mission number
 - c. Time and location of SARSAT coordinates of ELT merges from AFRCC
 - d. Airborne reports
 - e. Your contact number for call backs and reports
 - f. Require read back on all information for confirmation
 - g. Require call back of mission personnel and CAPID numbers before launch
2. Final brief before team launch:
 - a. Update SARSAT coordinates from AFRCC, if any
 - b. Receive team member names and CAPID numbers
 - c. Receive resources identification (aircraft "N" number and/or vehicle license number and I.D. if corporate)
 - d. Obtain name of FRO if ELTMM is not FRO.
 - e. Coordinate team communication and check-in times with Incident Command Post (phone or radio communications)

Additional Information

Evaluation Preparation

Setup: Ensure that the student has a note pad and a pencil or pen to take the test. Have a simulated mission alert prepared on an incomplete TXWG Form 201 ELT (Texas Wing ELT Mission) for the student. After you have given the student the information sheet, have the student brief you as if you were an aircrew or ground team leader. Ask the student questions about portions of the briefing for more detailed information.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but can use only the resources given and cannot leave the testing area.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
Student will:		
1. Demonstrate the ability to brief the aircrew/team leader the with necessary information needed to prepare crew/team for launch.	P	F
2. Request and receive read back on all information.	P	F
3. Give call back number and request call back with resource information before launch approval is given.	P	F
4. Coordinate with crew/team leader communication details before launch.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXO-0004
DEMONSTRATE ABILITY TO COORDINATE WITH OTHER AGENCIES

CONDITIONS

One of the ground units has called and requested the assistance of an airport manager, local law enforcement or other outside agency to gain entrance to an area or to assist with silencing the ELT.

OBJECTIVES

To locate and contact the appropriate outside agency to assist the field unit requesting help.

TRAINING AND EVALUATION

Training Outline

1. Have a current copy of the Airport Facilities Directory for your area.
2. Have available telephone numbers for the local county Law Enforcement and DPS offices.
3. Establish contact with most local airport facilities managers and heads of Law Enforcement in your area.
 - a. Get day and night numbers if possible
 - b. Find a contact person with access to areas most likely to contain ELT's (example: hangers, maintenance shops, etc.)

Be courteous, some airport managers may voluntarily come out in the middle of the night to open a hanger even if you have defiantly located the ELT. If the airport manager or FBO person is uncooperative, call ARFCC and give the controller the airport manager's name and number and request they call that person. If the airport person is still uncooperative, you may need to provide the controller with the number of local law enforcement so they can request assistance from them.

3. If the manager or FRB person is cooperative, advise the manager or contact person of the information needed to report the ELT to AFRCC and have him call you back with the information.

(REMEMBER: You do not have the authority, and neither does some Law Enforcement, to enter a closed and locked building to shut off an ELT)

Additional Information

More detailed information on this subject can be found in the Texas Wing Supplement to the CAPR 60-3.

Evaluation Preparation

Setup: Tell the student they are in the middle of an ELT Mission and they receive a call from a field unit requesting outside agency assistance. The evaluator will be the field unit and outside agency contact. Ensure that the student has a note pad and a pencil or pen, a local phone book and a current Airport Facilities Directory available to take

the test. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but may use only the resources given and cannot leave the testing area.

Evaluation

Performance measures

Student will:

Results

- | | | |
|---|---|---|
| 1. Simulate a call to FBO or airport manager explaining that a CAP ground team has located an active ELT in a hanger and requires their assistance in identifying and contacting the owner or other person with access to the hanger. | P | F |
| 2. Simulate explaining information required if airport personnel indicate that they can silence the ELT. | P | F |
| 3. Simulate necessary phone calls if airport personnel are uncooperative or contact with airport personnel cannot be established. | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly

TXO-0005
DEMONSTRATE ABILITY TO COORDINATE WITH AFRCC

CONDITIONS

You are required to periodically give to and receive updates from AFRCC.

OBJECTIVES

1. The ELTMM will contact AFRCC immediately after accepting the mission to identify themselves as the CAP Point of Contact (POC) and provide AFRCC with contact numbers.
2. The ELTMM will contact AFRCC periodically to:
 - a. obtain new merges
 - b. update AFRCC on activity or progress
 - c. request assistance

TRAINING AND EVALUATION

Training Outline

When the ELTMM contacts AFRCC to be designated as POC, AFRCC will normally provide any new satellite updates and/or airborne reports. If AFRCC does not provide the expected time of the next satellite pass, the ELTMM should request this information.

The ELTMM should call AFRCC approximately 20 minutes after the next scheduled pass to request new merge information.

The ELTMM should call the AFRCC controller to:

- a) report the acquisition of the signal by the aircrew or ground team,
- b) report positive identification of the location of the signal (e.g.: hanger at Smith airport, on ramp at Smith airport, on sailboat “Lola”, in avionics shop, etc.) and report attempts being made to contact person to silence signal,
- c) c) signal silenced

Additional Information

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the standardized, national written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

Performance measures

The student will:

	<u>Results</u>	
1. Simulate a call to AFRCC to advise they are ELTMM for mission number 00-M-1234	P	F
2. Simulate a call to AFRCC to obtain new merges	P	F
3. Simulate a call to AFRCC to report acquisition of signal	P	F
4. Simulate a call to AFRCC to report location of signal.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXO-0006
DEMONSTRATE ABILITY TO KEEP A LOG

CONDITIONS

You are required to keep a mission log for use during the mission and to account for mission resources.

OBJECTIVES

Correctly maintain a log of mission activities during a mission. Collect all the data required to complete the TXWG Form 201 ELT (ELT mission).

TRAINING AND EVALUATION

Training Outline

1. You are required to maintain a log of all significant actions. This is important for record keeping of the mission accomplishments, determining search effectiveness during debriefing, and as a legal record of CAP actions.
2. The mission log is started when the alerting officer first contacts you and is maintained until all personnel have called in safely *from their home* after mission completion. This log is turned in with the debriefing paperwork and becomes a part of the official mission record.
3. The following actions are always recorded in the log :
 - a. Times of notification and mission activation (mission number, date and time).
 - b. Coordinates of SARSAT hits or reported positions, and pilot/ground team reports.
 - c. All phone calls including attempts to contact aircrews and ground teams. Include phone numbers and results. e.g.: left message on machine, no answer, called pager – no response, etc.
 - d. ICS staff
 - e. Resources activated. For personnel log the time notified, name and grade, CAPID and unit numbers, phone number, and duty position. For aircraft and vehicles log 'N' or license number, CAP Flight number, type, crew, and performance data. **THE WING ALERTING OFFICER MUST BE NOTIFIED AT THE TIME THE DECISION IS MADE TO LAUNCH AN AIRCRAFT.**
 - f. Flight and ground operations data (e.g., ATD, ETE and sortie Hobbs times/mileage).
 - g. All radio or telephone communications with aircrew or ground team.
 - h. Time and location the ELT is first heard, located, and silenced.
 - i. ELT data (e.g., model/manufacturer, serial number, battery expiration date, position of switch when found and after silencing). Log the name of the owner, if available.

- j. Time returned, total number of flight hours for aircrews, total number of miles for ground teams, and total number of sorties.
- k. Any event or action related to or resulting from the search teams' ability to complete the mission requirements (e.g., natural hazards encountered, weather, injuries to personnel, or accidents).
- l. Report non-CAP persons(s) and organization(s) involved in locating or silencing the non-distress beacon.
- m. Encounters with the media.
- n. Encounters with or instructions from federal, state or local authorities.

Additional Information

More detailed information on log keeping is found in Chapters 12 and 13 of the Ground/UDF Team Member/Leader Reference Text.

Evaluation Preparation

Setup: Prepare a narrative of 10 mission events/actions and times. Provide the member with the narrative, a pen and a suitable pad to use to create a log.

Brief Student: Tell the student that he or she is a Mission Manager and that the 10 events listed in the narrative have occurred. Tell the member to log the events/actions.

Evaluation

Performance measures

The student will:

For each of the 10 events/actions, the member:

1. Log the events/actions.	P	F
2. Write legibly and completely.	P	F
3. Ask questions to clarify information.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

TXO-0007
DEMONSTRATE ABILITY TO PLOT AND BRIEF SARSAT DATA GIVEN

CONDITIONS

As an ELT Mission Manager, you need to locate the satellite merges on the appropriate chart and brief the air crew and/or ground teams on their assigned search areas.

OBJECTIVES

Plot merges on chart and brief air crews and ground teams.

TRAINING AND EVALUATION

Training Outline

The SARSAT merges need to be plotted on the chart to determine possible locations of the signal. Airports, ranch strips, marinas, lakes, harbors, and rivers are all high probability areas for ELT and EBIRB signals. Plotting the merges on the chart is also important for locating hazards that must be briefed to air crews and ground teams.

Additional Information

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the standardized, national written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student. Have a set of three related SARSAT merges for the student to plot.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

Performance measures

The student will:

	<u>Results</u>	
1. Plot set of three related coordinates on the appropriate chart.	P	F
2. Identify probable locations of signal source.	P	F
3. Identify flight or ground hazards in the area.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly. Correcting the nationally standardized examination to 100 satisfies this requirement.

TXO-0008
DEMONSTRATE ABILITY TO BRIEF RELIEVING/INCOMING INCIDENT COMMANDER

CONDITIONS

You are being relieved by a qualified Incident Commander upon the mission becoming a Search and Rescue mission.

OBJECTIVES

To personally and properly brief the incoming Incident Commander for a quick and smooth transfer of command.

TRAINING AND EVALUATION

Training Outline

1. To transfer command, the person being relieved must brief the incoming Incident Commander to provide information about:
 - a. The incident conditions (e.g., the current situation, objectives, priorities, hazards, resource needs, etc.)
 - b. The Incident Action Plan (IAP), if any written.
 - c. Safety considerations and concerns.
 - d. Deployment and assignment of operating units and personnel.
2. Use the TXWG Form 201 ELT (Texas Wing ELT Mission)
3. Provide incoming IC with copies of all forms and incident log.
4. Notify all team leaders, and other designated agency contacts of the change of command

Additional Information

More information on this subject can be found in Chapter 8 of CAPR 60-3, the Civil Air Patrol ICS 100 Course, and FEMA Basic Incident Command System (ICS) Independent Study Course #195, Unit 2

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Have the student prepare a fictional ELT mission on an TXWG Form 201 ELT (Texas Wing ELT Mission), and give the evaluator a briefing as if the evaluator were relieving him/her of command. Give the student as much time as necessary to prepare the fictional mission.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

The student will demonstrate:

<u>Performance measures</u>	<u>Results</u>	
1. The proper use of the TXWG Form 210 ELT (Texas Wing ELT Mission).	P	F
2. The proper briefing to the incoming IC of the incident conditions, Incident Action Plan and status, safety considerations, deployment, assignment, and status of units and resources.	P	F
3. Simulation of notifying assigned units of the command change.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly. Correcting the nationally standardized examination to 100 satisfies this requirement.

TXO-0009

DEMONSTRATE ABILITY TO CLOSE OUT A MISSION WITH AFRCC AND ALERTING OFFICER, INCLUDING TXWG Form 201 ELT (ELT Mission)

CONDITIONS

The signal has been silenced and all mission participants have returned home.

OBJECTIVES

Execute a CAPF 122 with AFRCC to close mission and notify Wing Alerting Officer (WAO) of results and mission closing.

TRAINING AND EVALUATION

Training Outline

The ELTMM will call AFRCC and report all information from the CAPF 122 portion of the TXWG Form 201 ELT (ELT Mission Form). The ELTMM will record the closing time given by the AFRCC controller on the TXWG Form 201 ELT.

After receiving this information, the ELTMM will call, fax, or email the WAO with the following information:

1. Mission number
2. Source of the signal (aircraft, ELT on bench, EPIRB, etc.)
3. Tail number or name of vessel
4. Location (airport or marina name, private residence in Anytown, etc.)
5. Who silenced the ELT (CAP ground team, FBO personnel, owner, etc.)
6. Number of sorties and total hours if aircraft was used.
7. Number of personnel including ELTMM and Alerting Officer
8. Closing time given by AFRCC

Additional Information

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the standardized, national written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

Performance measures

Student will:

	<u>Results</u>	
1. Fill out the TXWG Form 201 ELT to show mission results.	P	F
2. Simulate a call to AFRCC to report closing information and request mission closing time.	P	F
4. Simulate calling, faxing, or emailing Alerting Officer with mission closing information	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly. Correcting the nationally standardized examination to 100 satisfies this requirement.

F-0001
COMPLETE PAPERWORK REQUIREMENTS FOR WING

CONDITIONS

You have closed out a mission with AFRCC and the Alerting Officer. You need to complete and submit all paperwork to Texas Wing Headquarters.

OBJECTIVES

Explain and demonstrate procedures for submitting mission paperwork to Texas Wing Headquarters.

TRAINING AND EVALUATION

Training Outline

Texas Wing Headquarters must keep a copy of all mission paperwork on file. The Wing Finance Officer matches the CAPF 108's submitted by members to your mission report. Without your mission report, the members participating in the mission cannot be reimbursed for their expenses.

Within twenty-four hours of the close of each mission, you must send all mission paperwork including your mission log to Texas Wing Headquarters for filing. You may send it by mail or fax as long as all necessary documents are completed and signed.

Additional Information

Evaluation Preparation

Setup: Ensure that the student has a pencil or pen to take the test. Ensure that the standardized, national written test has no writing or notes on it. This test may be orally administered as well, but if done so, must be in a one on one environment, evaluator to student.

Brief Student: Tell the student that he or she has as much time as necessary to complete the test, but cannot use any outside resources and cannot leave the testing area.

Evaluation

Performance measures

Results

1. Member identifies items that must be sent to wing

P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly. Correcting the nationally standardized examination to 100 satisfies this requirement.